



CITY OF FRISCO PURCHASING DIVISION

September 12, 2012

Addendum #1

RFP# 1208-075

RFP for Safety Town Interactive Safety Videos Project

Questions/Answers, & Clarification of Award Evaluation Criteria:

Questions & Answers:

Q: Does the City of Frisco have actual sets that can be set on fire, possibly that are currently being used by the Fire Department for training purposes? Or do we need to budget for building sets for the different scenarios?

A: We do not currently have sets that can be set on fire. Sets would need to be included as part of the project.

Q: The house we are using for the 911 mock call, is it in decent shape? Is it possible for us to see it or do you have photos of it? Thinking we might be able to use it for other scenarios which would involve starting a fire, but will cut down on the overall cost.

A: I believe the "house" being referred to is our Safety House (which is part of Safety Town). We can use these areas (kitchen, bedroom, bathroom) if needed for any shots 'before' the fire. This area is not available to be used for starting a fire.

Q: Can you provide some detail or example of how you want the video concepts outlines in the proposal? In other words, how much detail do you want for the video outline, and will you need one of each of the four videos?

A: If by outline, you mean a written outline of what will happen in the video, we would want a significant amount of detail to have a full understanding of what the final product will be. Yes, we would need one for each video. If you mean a script, that is not required as part of the RFP response.

Q: How will video concepts be kept proprietary to individual companies?

A: Copyrights/end product will be ours.

Q: Regarding insurance requirements, can the insurance cover any employee or contractor of the bidding company, or do specific names need to be listed? If specific names need to be listed, would it be appropriate to list more crew than what we anticipate needing, in the event we decide to bring them on for part of a shoot?

A: We require insurance from the vendor we contract with, not the subcontractors the vendor contracts with. The city's insurance requirements are on pages 10 and 11 of the RFP. General Liability of \$1 million per occurrence, \$2 million aggregate. Workers' compensation of \$100,000

for each accident, \$100,000 Disease each employee, \$100,000 Disease policy limit. A waiver of subrogation is required for workers' compensation. The city needs to be listed as additional insured, and the certificate holder. A 30 day written notice of cancellation to the city is required.

Q: Will the videos need any coding?

A: If this question refers to video server codes the videos would need to be coded such that they will playback on our current video server technology.

Q: Does the city have video consent/release form available or should those be provided by the production company?

A: The production company will need to provide these.

Q: Is DVD an acceptable format for delivery of final product?

A: Yes, DVD is acceptable.

Q: Will the city need to sign off on any scripting or will that be left to the supervision of the producer?

A: The city will need to review and approve script ahead of time.

Q: Will closed captioning need to be provided for the videos and if so, is it to be funded by the city as part of the grant?

A: It would be nice to have closed captioning but it is not required. If it is included it would need to be part of the overall cost of the project.

Q: How can we utilize dispatch for the 911 mock call?

A: The city will schedule it with the Dispatch Supervisor.

Q: Will Sales Tax be charged to the city?

A: The city is tax exempt. The city will provide the awarded vendor with their tax exempt certificate.

Q: What are the typical payment terms for the city? Is there a payment structure?

A: The city's payment terms are Net 30 days. There is no payment structure.

Q: When does the City of Frisco wish to begin production?

A: Production will begin after City Council approval and a fully executed contract is in place. The earliest date for production to begin is projected for October 31, 2012 at this point in time.

Q: What is the deadline for the finished product?

A: May 31, 2013.

Q: What will the city's involvement be in producing the videos? What can be provided in regards to trucks, firemen, facilities, etc?

A: The City (Safety Town Staff) will collaborate with the production company to refine the story to insure the target safety message will be produced. The City can provide apparatus, bunker gear, tools and use of necessary fire department facilities to achieve certain scenes necessary to show Frisco Fire personnel responding to emergencies as part of the storyline. Frisco Fire personnel may be used as necessary for actions such as driving apparatus and performing emergency response related actions

Award Evaluation Clarification:

Price was not listed in the Award Evaluation criteria. However, it is the city's intent to spend all of the \$52,000 (not to exceed) of the Grant Money for this project. The Best Value for the \$52,000 will be an additional criteria for award evaluation. It will be ranked number II in the Evaluation Criteria listed on page 27. All other Evaluation Criteria will drop down one number in order of importance, i.e., Number II will become Number III, etc.

Vendors who may have already submitted a bid and feel this addendum may change their bid price, may pick up their bid, and return it by the closing date. If picking up the bid is not feasible, any new bid submitted by your firm will supersede one previously submitted.

Acknowledge receipt of this addendum by initialing in the appropriate space on the bid document.

Sincerely,

Jean Stelatella CPIM, CPPB

Buyer, City of Frisco